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**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Tuesday, July 19, 2011 1:45 PM  
**To:** Hanchett, James (DPH)  
**Subject:** FW:  
**Attachments:** 20110719144236292.pdf

Hello Jim,

Please find attached a copy of the cover sheet, as well as the Medical Surveillance and Occupational Health Plan SOP for your Lab. As stated in the cover sheet; each employee is to read the SOP, sign and date the cover sheet once they have done so.

Once completed, please return to me in room 305 of the SLI Tower building, no later than July 30, 2011.

If you have any questions or concerns feel free to call 617-983-6237, or email me at any time.

Thank you,

Sydney